

**SECRET**

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE 7 - 3

MANAGEMENT  
9 JULY 1965

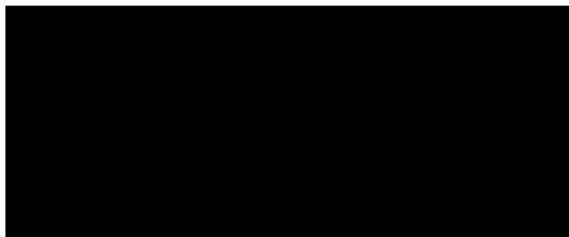
OSA MANAGEMENT STUDY GROUP

1. To improve our financial, manpower, and resource control, a Management Study Group is hereby established and is responsible for developing an analysis of our present functions, responsibilities, associated records and procedures. It will also develop recommendations as to the future management system required in OSA to strengthen our effectiveness in these areas.

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2. [REDACTED] is designated Chairman of the Study Group. In addition it will include the following membership and advisory officials:

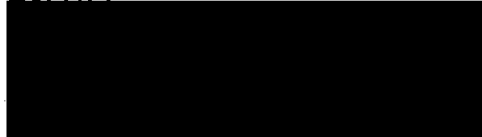
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\*At least one advisor will be in attendance at each Study Group Session.

3. The Chairman is responsible for developing Group findings and recommendations and submitting this report to AD/OSA and DAD/OSA no later than 27 July 1965.

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/JACK C. LEDFORD  
Brigadier General, USAF  
Assistant Director  
(Special Activities)

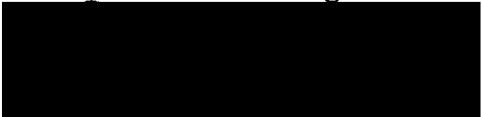
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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 7-1-69

MANAGEMENT  
16 APRIL 1969

MODEL 2400 XEROX OPERATING INSTRUCTIONS

1. On normal workdays the Xerox machine will be set up prior to 0800 hours and shut down at 1620 hours. After normal duty hours and on weekends and holidays, the key to the machine may be obtained from the GSA guard. Individuals are required to sign for the key upon receipt and to return the key to the guard when finished. NOTE: Personnel who intend to operate the Model 2400 on such occasions should attend instruction classes presented by the Key Operator upon request.
2. The following setting-up procedures apply:
  - a. Unlock and raise the top cover located on the right side of the machine.
  - b. Press the MAIN POWER ON button, then lower and secure the top cover.
  - c. Press the POWER ON button on the front panel. The Model 2400 will begin its warm-up period.
  - d. The warm-up period takes up to five minutes, during which period the NOT READY light is on.
  - e. After the warm-up period, the NOT READY indicator will go out and the READY indicator will light up. Now the Model 2400 is ready to reproduce copies.
3. DO NOT ADJUST ANY SWITCHES, BUTTONS or DIALS under the top cover. They are adjusted ONLY BY AUTHORIZED XEROX PERSONNEL. Only the MAIN POWER ON button is to be touched by the operator. Unnecessary or unauthorized adjustments may cause poor quality of copies and may possibly put the machine out of commission.
4. Upon completion, turn the MAIN POWER button to OFF and secure the top cover and return the key to the guard. The operator is responsible for the security of the Xerox room before departing.

  
Executive Officer, OSA

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 7-5-2

MANAGEMENT  
27 July 1971

SUBJECT: Operation of Central Xerox Machine in [REDACTED] <sup>25X1A</sup> Building

1. We are experiencing considerable difficulty with the operation of the new central Xerox machine in [REDACTED] Building. <sup>25X1A</sup> The malfunctions that are occurring are due in large part, it seems, to the inexperience of our personnel in operating this equipment.

2. A training representative from the manufacturer will visit this building on Thursday and Friday, 29 and 30 July for the purpose of providing additional training for all personnel. Therefore, each office will ascertain the users of the equipment and will call [REDACTED] on extension 6423 to schedule participation in this retraining program.

25X1A

[REDACTED] <sup>25X1A</sup>  
Executive Office <sup>U</sup> Comptroller  
Office of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA NOTICE NO. 7-5-3

MANAGEMENT  
27 AUGUST 1971

25X1A

SUBJECT: [REDACTED]

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1. The OSA management of the [REDACTED]  
Project is assigned to the Deputy for Operations. [REDACTED]  
[REDACTED] is designated Project Manager.

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2. Contract management for individual components remain  
as before.

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[REDACTED]  
WENDELL L. BEVAN, JR.  
Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. NOTICE NO. 7-5-4

MANAGEMENT  
9 November 1972

STATINTL

1. In order to reduce downtime (out of commission) and improve operation efficiency of the central 3600 III Xerox machine located in Room 2E02, [REDACTED] the Chief of Registry Branch, OSA, has contacted Xerox Training Department and they agreed to provide on-site training sessions to designated personnel.

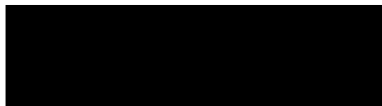
2. To establish a training program, it is requested that OSA, OEL, and SPS provide OSA Registry Branch with a roster of personnel who will attend these sessions. Each office should designate two individuals as office key operators who are to receive special training.

3. It is requested that personnel branches from OSA, OEL, and SPS advise OSA Registry Branch as new personnel E.O.D. at [REDACTED] Building. A brief, but detailed training session could be arranged and conducted by OSA Registry personnel. Formal training will be conducted annually.

STATINTL

4. It should be noted that operator training is mandatory since the Xerox Corporation does not approve of self-service on the 3600 III machine without prior formal training. Once again, training will reduce downtime, manpower, and material waste.

STATINTL



WENDELL L. BEVAN  
Brigadier General, USAF  
Director of Special Activities

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